



Duty Statement

☐ Current ☒ Proposed

Classification Staff Services Manager I	Office/Department Office of Digital innovation
Working Title Talent Engagement Specialist	Unit/Section
Position Number 374-100-4800-XXX	Effective Date
Name Vacant	Date Prepared 12/14/2021

General Statement

Governor Newsom established the Office of Digital Innovation (ODI) in the Government Operations Agency (GovOps) effective July 1, 2019. The mission of the Office is to move the California state government closer to the people it serves by making government more accessible and intuitive.

Under the general direction of the Deputy Director, Talent (C.E.A.), the Talent Engagement Specialist (Staff Services Manager I (Specialist)) will be integral to the ODI Talent team. The incumbent is responsible for creating innovative strategies that will identify and attract the best executive talent for ODI, managing a broad range of recruiting and onboarding activities for Exempt appointees, C.E.A.s, and civil service positions, delivering an incredible candidate experience. The incumbent works with hiring managers to facilitate the full recruitment and onboarding process, including creating documentation (e.g. duty statements, announcements, interview guides) and works closely with our HR partners to complete hiring actions. The incumbent serves as the main point of contact for candidates, conducting outreach, leading informational sessions and facilitating their journey through the hiring process. As a Talent Engagement Specialist, you'll also support Talent leadership in delivering on ODI's commitment to diversity, equity and inclusion. Duties include, but are not limited to, the following:

Essential Functions

%	Description
40%	<p>Provides strategic guidance and coaching to ODI hiring managers regarding the hiring process. Manage the end-to-end hiring process for multiple actions at a time, delivering exceptional hiring manager and candidate experience. Conduct intake meetings with hiring managers to define requirements and establish process expectations. Partner with hiring managers and HR to develop hiring related materials such as classifications (new and/or updating of Exempt classifications), organizational structure, position concepts, and job duties. Prepare highly complex justifications, job descriptions, and associated documentation to establish positions at ODI, of which may include the following : Exempt, Civil Service (including more challenging and difficult classifications to fill, such as the Information Technology series), Career Executive Assignment (CEA) positions. Generate high-impact, tailored content for outreach and information sessions, finding ways to meaningfully connect with our candidates. Create an enjoyable experience for our candidates, delivering personalized interactions throughout the hiring process. Schedule and facilitate the interview process including feedback meetings with interviewers. Complete all HR documentation required to generate an offer to the selected candidates, including conducting reference checks. Identify and communicate to the talent team any risks or issues that may cause the candidate to withdraw from the process. Manages sensitive information and continuously exercises discretion.</p>
30%	<p>Facilitate the onboarding process for cohorts of new hires to seamlessly integrate new hires into their new roles at ODI. Develop ODI, team and role-related onboarding materials (e.g. welcome packets, trainings, new hire buddy's, etc). Conduct new hire orientation meetings, prepare new hire announcements and other communications. Partner with other operations teams (e.g. IT, HR, Security) to prepare credentials, tools and systems access for new hires. Develop, implement, and continuously improve onboarding processes.</p>
15%	<p>Support the talent acquisition team members in the development and execution of search strategies to identify, attract, and secure top-tier talent for ODI. Support talent acquisition team members by utilizing LinkedIn Recruiter as well as other industry-leading tools, practices, and expertise to identify and manage diverse talent pools. Prepares job postings across various platforms including but not limited to: LinkedIn, Indeed, Glassdoor, educational institutions, as well as industry specific publications, forums, and organizations. Develop and recommend customized recruitment materials such as pamphlets, brochures, and advertisements specific to vacancies.</p>
10%	<p>Support Talent leadership in their effort to advance a more diverse, equitable, and inclusive ODI. Coordinate and organize scheduling and logistics for meetings, events and speakers. Conduct research on DEI activities, strategies and innovations across the public and private sectors. Assist with the collection of DEI data and metrics. Develop DEI program communications, presentations and reports. Support DEI related outreach and recruitment efforts.</p>

Marginal Functions

5%	Perform other staff assignments as appropriate and required
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Supervision Received

The Talent Engagement Specialist reports to Deputy Director, Talent. In the absence of Deputy Director, Talent this position will report to the Chief Deputy Director.

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. The employee can work full-time from anywhere within California. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date